

## **Job 14: Administrative Specialist 1 - Health Equity Portfolio – DEI Intern – Special Project (Intern)**

### **Job Responsibilities and Deliverables**

The DEI Special Projects Intern position will primarily focus on supporting the various enhancement and process improvement efforts within the office, including but not limited to communications, data/reporting, and research.

Responsibilities include:

- Participate in the research and development of diversity strategies.
- Research best practices to recommend new approaches as well as continuous improvement ideas.
- Assist with data analysis and presentation of diversity related data; use data to report progress and inform decision-making.
- Support DEI Governance groups with meeting planning and communication follow through.
- Assess impact and measure progress of DE&I projects using data and other assessment tools.
- Create and update PowerPoint presentations and other materials as needed.
- Support registration, tracking, surveys and other project needs.

### **Knowledge, Skills, and Abilities**

1. Ability to work **40 (hybrid)** hours Monday – Friday between 8 am and 5 pm.
2. Candidate with excellent communication skills with experience creating presentations and project coordination.
3. Ability to demonstrate and apply this knowledge in performance of administrative tasks; ability to explain and interpret information to the public and staff.
4. Ability to compile, assimilate and organize both printed and electronic information; ability to apply knowledge of data collection, storage, organization, manipulation and/or analysis of data.
5. Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
6. Ability to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.
7. Ability to clearly convey information and ideas through a variety of media to individuals or groups.
8. Ability to present ideas clearly and effectively in written form; ability to adjust language or terminology to meet the needs of the audience; ability to use correct grammar, organization, and structure.

### **Minimum Education and Experience**

High school diploma or General Educational Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.

